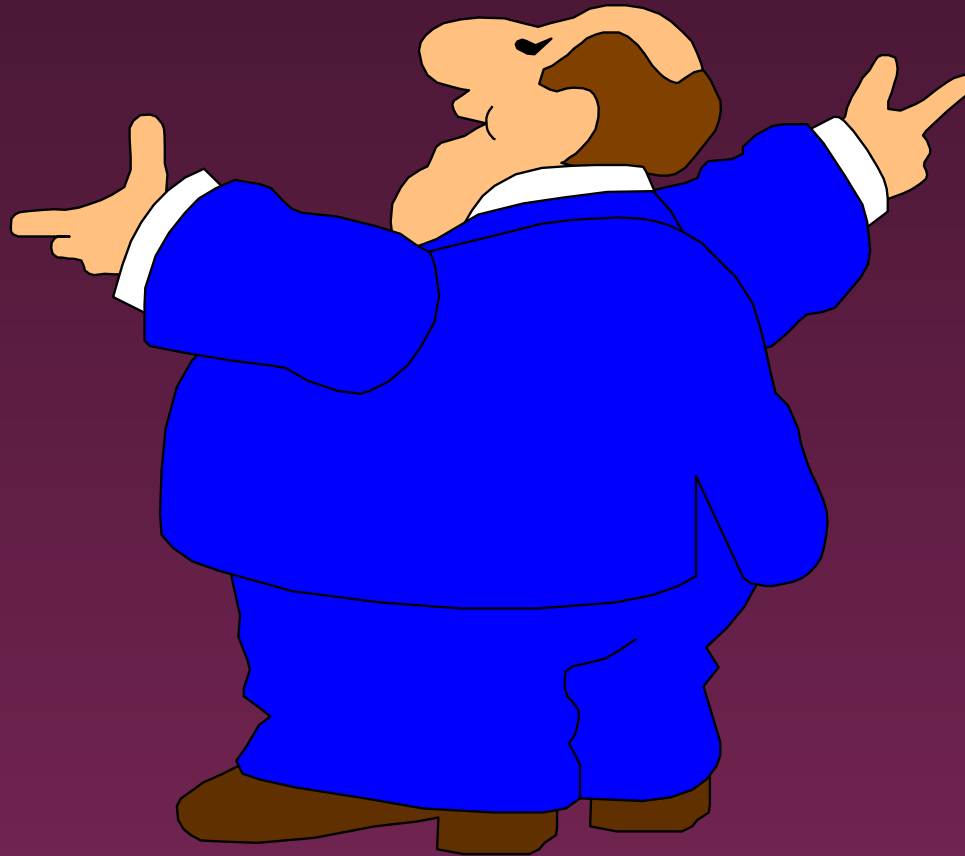


WELCOME !



Information Security Basics Course

Your instructor is:

Doris E. Frambs, x74242
Security Specialist with:

Directorate for Intelligence
& Information Security

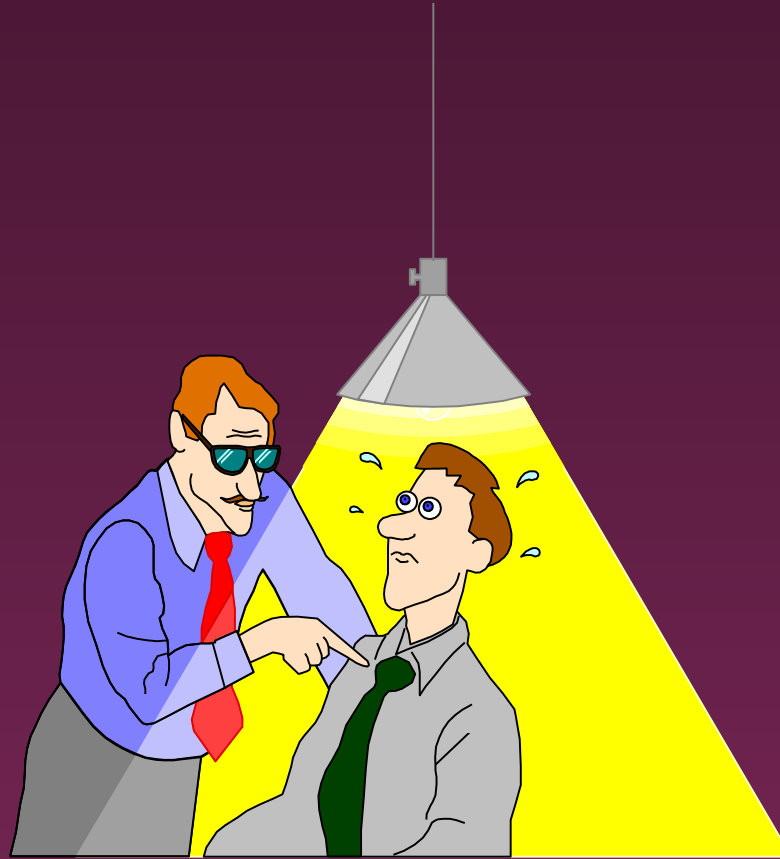
ADMINISTRATIVE ANNOUNCEMENTS

- ★ Class runs from 0800 - 1600 hours.
- ▮ Breaks in morning & afternoon; one hour for lunch.
- ▮ Emergency phone number - x23497. Messages posted on bulletin board in hall.
- ▮ Location of: Restrooms, water fountain, vending machines, recycling & waste containers, and telephones.
- ▮ If food or drink are brought into classroom, must clean up afterward.

PURPOSE AND APPLICABILITY

- ★ To help you acquire the skills and information you need to successfully work with classified information, and
- ▮ To emphasize those portions of AR 380-5, DA Information Security Program most often encountered during day-to-day operations.

ACCESS, DISSEMINATION & ACCOUNTABILITY



ACCESS

Intended recipient must have:

- ★ Appropriate security clearance
- Need-to-know
- Executed non-disclosure agreement
- Received initial security briefing

ACCESS BY VISITORS

Visit requests shall include:

- ▮ Name, DOB, POB, SSN, rank/grade
- ▮ Security clearance
- ▮ Activity to be visited
- ▮ Date and duration of visit
- ▮ Purpose of visit
- ▮ Person(s) to be contacted

DISSEMINATION

- ★ Security clearance & need-to-know
- ▢ Restraints on special access rqmts
- ▢ Intelligence information (AR 381-1)
- ▢ FGI, RD, FRD, NATO, COMSEC
- ▢ TOP SECRET
- ▢ SECRET and CONFIDENTIAL

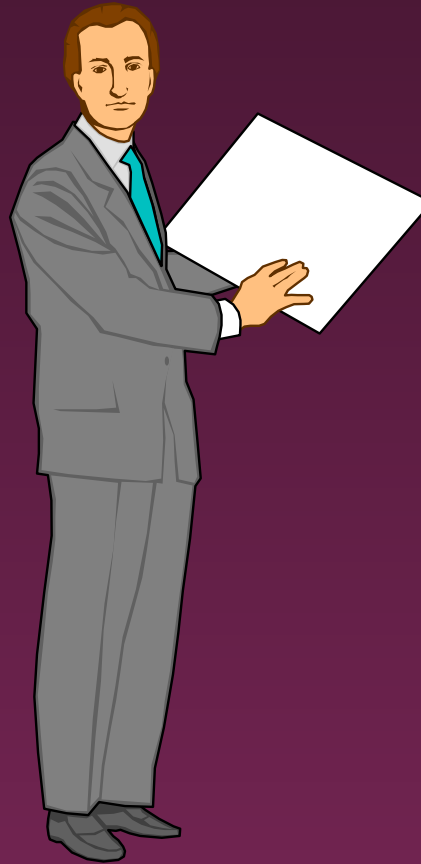
WORKING PAPERS WILL BE:

- ★ Marked to indicate they are working papers
- ▢ Dated when created
- ▢ Stamped with highest classification of information contained within
- ▢ Protected IAW assigned classification
- ▢ Destroyed when no longer needed
- ▢ Accounted for, controlled and marked as final document when:
 - ★ Retained after 90 days
 - ▢ Sent outside of Command
 - ▢ Filed permanently
 - ▢ Contains TOP SECRET information

ACCOUNTABILITY AND CONTROL

- ★ TOP SECRET information
- ▮ SECRET information
- ▮ CONFIDENTIAL information
- ▮ Working papers
- ▮ Restraint on reproduction

CLASSIFICATION MANAGEMENT



NATIONAL INFORMATION SECURITY PROGRAM

Executive Order 12958 has *two* major purposes:

- ★ To prevent unauthorized disclosure of information, and
- To prevent over-classification of information.

LEVELS OF CLASSIFICATION

Three categories of classification, the unauthorized disclosure of which would cause a degree of damage which the Original Classification Authority (OCA) can identify or describe . . .

- ★ TOP SECRET: Exceptionally grave damage

- SECRET: Serious damage

- CONFIDENTIAL: Damage

CECOM OCA'S

- ▮ Commanding General - TOP SECRET
- ▮ Chief of Staff - SECRET
- ▮ Director, IEWD, VHFS, Warrenton, VA - SECRET
- ▮ Director, NV&ESD, Fort Belvoir, VA - SECRET

MARKING DOCUMENTS

First page will reflect:

- ★ Title or Subject
- ▢ Date and Office of Origin
- ▢ Overall Classification
- ▢ Classification Authority
- ▢ Downgrading/Declassification Instructions
- ▢ If applicable, Additional Warning Notices, i.e., RD, FRD, NATO, and so forth.

EO 12958 - CHANGES TO CLASSIFICATION MARKINGS

- ★ “CLASSIFIED BY” - Include Name
- ▢ Give Reason for Classification
- ▢ No More “OADR” - Use Date or Event
- ▢ Length of Classification NTE 10 Years
- ▢ Exemption Categories
- ▢ SCG’s Updated at Next Biennial Review or Earlier

CLASSIFICATION (EO, para 1-5)

- ★ a. Military plans, weapons systems, or operations;
- ▢ b. Foreign government information;
- ▢ c. Intelligence activities, intelligence sources or methods, or cryptology;
- ▢ d. Foreign relations or foreign activities of the U.S., including confidential sources;
- ▢ e. Scientific, technological or economic matters relating to National Security;
- ▢ f. U.S. Government programs for safeguarding nuclear materials or facilities or;
- ▢ g. Vulnerabilities or capabilities of systems, installations, projects or plans relating to National Security.

IDENTIFY THE REASON (ORIGINAL CLASSIFICATION)

- ★ Within AMC the actual reason rather than the code will be used, for example:

*CLASSIFIED BY: LTC Menoher, Deputy
Chief of Staff for Intelligence, HQDA*

REASON: Intelligence Sources & Methods

DECLASSIFICATION INSTRUCTIONS

- ★ Use a date or an event less than ten years from the original classification decision, or an exemption category. For example, using a date or event:

CLASSIFIED BY: LTC Menoher, Deputy Chief of Staff for Intelligence, HQDA

REASON: Intelligence sources and methods

DECLASSIFY ON: 15 Jan 99

DECLASSIFICATION EXEMPTIONS

- ★ X-1 - Reveal an intelligence source, method, or activity, or a cryptologic system or activity;
- ▮ X-2 - Reveal information that would assist in the development or use of weapons of mass destruction;
- ▮ X-3 - Reveal information that would impair the development or use of technology within a U.S. weapon system;
- ▮ X-4 - Reveal U.S. military plans, or National Security emergency preparedness plans;
- ▮ X-5 - Reveal foreign government information;

DECLASSIFICATION EXEMPTIONS (Continued)

- ★ X-6 - Damage relations between the U.S. and a foreign government, reveal a confidential source, or seriously undermine diplomatic activities that are reasonably expected to be ongoing to a period greater than ten years from the date of the original decision;
- ▢ X-7 - Impair the ability of responsible U.S. Government officials to protect the President, the Vice President, and other individuals for whom protection services, in the interest of National Security, are authorized; or
- ▢ X-8 - Violate a statute, treaty, or international agreement.

USING AN EXEMPTION CATEGORY

- Within AMC the actual reason rather than the code will be used, for example:

CLASSIFIED BY: LTC Menoher, Deputy Chief of Intelligence, HQDA

REASON: Intelligence sources & methods

DECLASSIFY ON: X-1: Reveal an Intelligence Source, Method, or Activity, or a Cryptological System or Activity

DERIVATIVE CLASSIFICATION

- ★ The term “Derived From” replaces the term “Classified By”, as shown in example:

DERIVED FROM: HQDA MEMO, “Classification Marking”, 12 Oct 95, Office of the Deputy Chief of Staff for Intelligence (DAMI-POC)

DECLASSIFY ON: Source Marked “OADR”

DATE OF SOURCE: 12 Oct 95

WHEN TO RE-MARK

- ★ Documents created before 14 Oct 95 shall not be re-marked.
- ▮ Documents created on or after 14 Oct 95, that are marked with the old markings, shall be re-marked as they are removed from files for working purposes or sent to other activities.
- ▮ SCG's will be updated at next biennial review or earlier.

BASIC SECURITY MARKINGS

★ TOP SECRET (TS)

★ SECRET (S)

□ CONFIDENTIAL (C)

□ UNCLASSIFIED (U)

WHAT IS MARKED IN A DOCUMENT?

- ▮ Front and back cover (if they exist)
- ▮ Title page (if it exists)
- ▮ First page
- ▮ Interior pages
- ▮ Portions
- ▮ Components

PORTION MARKING

- ★ Each portion of a classified document will be marked to show the level of classification it contains or reveals.
- Portion markings also apply to: graphs, charts, illustrations, photographs, captions, titles or subjects, etc.

EXAMPLE OF PORTION MARKING

S E C R E T (*unclassified sample*)

SUBJECT: PORTION MARKING (U)

1. (U) The portion marking is placed after the number and before the text begins.
2. (C) Basic portion markings are: (TS) for TOP SECRET; (S) for SECRET; (C) for CONFIDENTIAL; (U) for UNCLASSIFIED.
3. (S) Titles and subjects are also treated as portions. Their markings, however, appear after the title or subject.

S E C R E T (*unclassified sample*)

EXECUTIVE ORDER 12958



NEW EXECUTIVE ORDER

EO 12958 has *two* major purposes:

- ① To prevent unauthorized disclosure of information, and
- ② To prevent over-classification of information

SOME IMPORTANT CHANGES

This new Executive Order :

- ✎ Eliminates the “OADR” declassification instruction
- ▮ Requires more detailed document marking
- ▮ Provides stricter guidelines for original classification
- ▮ Affects performance reviews
- ▮ Establishes a requirement for self-inspections
- ▮ Encourages classification challenges

EO 12958 - CHANGES TO CLASSIFICATION MARKINGS

- ☑ “CLASSIFIED BY” - Include Name
- ☑ Give Reason for Classification
- ☑ No More “OADR” - Use Date or Event
- ☑ Length of Classification NTE 10 Years
- ☑ Exemption Categories
- ☑ SCG’s Updated at Next Biennial Review or Earlier

REASON FOR CLASSIFICATION

- ☆ Military plans, weapons systems, or operations;
- ☆ Foreign government information;
- ☆ Intelligence activities, intelligence sources or methods, or cryptology;
- ☆ Foreign relations or foreign activities of the U.S., including confidential sources;
- ☆ Scientific, technological or economic matters relating to National Security;
- ☆ U.S. Government programs for safeguarding nuclear materials or facilities or;
- ☆ Vulnerabilities or capabilities of systems, installations, projects or plans relating to National Security.

IDENTIFY THE REASON FOR CLASSIFICATION

- Within AMC the actual reason rather than the code will be used, for example:

CLASSIFIED BY: LTC Menoher, Deputy Chief of Staff for Intelligence, HQDA

REASON: Intelligence Sources & Methods

DECLASSIFICATION INSTRUCTIONS

- ▮ Use a date or an event less than ten years from the original classification decision, or an exemption category. For example, using a date or event:

CLASSIFIED BY: LTC Menoher, Deputy Chief of Staff for Intelligence, HQDA

REASON: Intelligence sources and methods

DECLASSIFY ON: 15 Jan 99

DECLASSIFICATION EXEMPTIONS

- ▮ X-1 - Reveal an intelligence source, method, or activity, or a cryptologic system or activity;
- ▮ X-2 - Reveal information that would assist in the development or use of weapons of mass destruction;
- ▮ X-3 - Reveal information that would impair the development or use of technology within a U.S. weapon system;
- ▮ X-4 - Reveal U.S. military plans, or National Security emergency preparedness plans;
- ▮ X-5 - Reveal foreign government information;

DECLASSIFICATION EXEMPTIONS (Continued)

- ▮ X-6 - Damage relations between the U.S. and a foreign government, reveal a confidential source, or seriously undermine diplomatic activities that are reasonably expected to be ongoing to a period greater than ten years from the date of the original decision;
- ▮ X-7 - Impair the ability of responsible U.S. Government officials to protect the President, the Vice President, and other individuals for whom protection services, in the interest of National Security, are authorized; or
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CLASSIFIED BY: LTC Menoher, Deputy Chief of Intelligence, HQDA

REASON: Intelligence sources & methods

DECLASSIFY ON: X-1: Reveal an Intelligence Source, Method, or Activity, or a Cryptological System or Activity

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DECLASSIFY ON: Source Marked “OADR”

DATE OF SOURCE: 12 Oct 95

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- ▮ Documents created before 14 Oct 95 shall not be re-marked.
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- ▮ SCG's will be updated at next biennial review or earlier.

PROGRAM MANAGEMENT



RESPONSIBILITIES

- ★ Management
- ▢ Security Manager
- ▢ Individual

SECURITY EDUCATION

- ★ Initial
- ▢ Refresher
- ▢ Foreign Travel
- ▢ Termination
- ▢ Special -
 - ★ Courier
 - ▢ Access to NATO and CNWDI
 - ▢ Access to SCI and/or SAP
 - ▢ Official approved as OCA

INSPECTION

An official evaluation of an organization, or a part of one, to:

- ★ Determine compliance with established policies and procedures,
- ▮ Assess the organization's condition and its capability to perform assigned missions, or
- ▮ Provide assistance.

PRINCIPLES OF ARMY INSPECTIONS

All Army inspections should:

- ★ Accomplish specific purposes
- Involve a critical rather than a cursory examination
- Result in a report, verbal or written
- Have one individual in charge
- Be held to the minimum number required
- Give maximum credence to previous inspections

PRINCIPLES OF ARMY INSPECTIONS (Continued)

- ★ Be conducted by the lowest level HQ that is capable
- ▢ Complement other inspection activities
- ▢ Clearly support mission accomplishment
- ▢ Recognize excellence
- ▢ Determine causes of problems
- ▢ Follow up previous inspections
- ▢ *Teach those inspected*

SAFEGUARDING CLASSIFIED INFORMATION



RESPONSIBILITIES OF DOCUMENT CUSTODIANS

- ▮ Safekeeping and storage
- ▮ Care during working hours
- ▮ End-of-day security checks
- ▮ Classified document retention
- ▮ Emergency planning

AR 380-5, para 5-200d

The protection of classified information is the responsibility of each person who has knowledge of the material, regardless of how it was obtained. Security regulations do not guarantee protection and cannot be written to cover all situations. *Basic common sense, and a logical interpretation of the regulations must be applied.* Collecting, obtaining, recording, or removing for any personal use whatsoever of any matter classified in the interest of national security is prohibited.

SAFEKEEPING & STORAGE

- ▮ AR 380-5, para 5-100, General Policy.
- ▮ Classified information not under the personal control and observation of an authorized person will be stored in an approved locked security container.
- ▮ GSA establishes and publishes minimum standards, specifications, and supply schedules for containers, vault doors, and alarm systems.

SAFEKEEPING & STORAGE

- ★ Items having only monetary value will not be stored in equipment designated for storage of classified information.
- ★ Cover sheets will be:
 - ★ Used on documents not in a security container.
 - ▢ Removed from documents returned to secure storage.
- ▢ File folders removed from secure storage will be stamped with the highest classification of contents.

DESIGNATIONS AND COMBINATIONS

- ★ Numbering and designating storage facilities
 - ▢ Standard Form 700 series
 - ▢ Changing combinations

CHANGING COMBINATIONS

- ★ When initially placed in use
- ▢ When a person having the combination no longer requires access
- ▢ When the combination may have been compromised
- ▢ At least once annually
- ▢ When taken out service, reset to standard combination, 50-25-50

CLASSIFIED DOCUMENT RETENTION

- ★ Five year rule
- ▢ Exception: Permanently valuable records
- ▢ Clean-out days

EMERGENCY PLANNING

- ▮ Protection of classified material
- ▮ Minimize risk of injury or loss of life
- ▮ Plans reviewed every two years

DISPOSAL & DESTRUCTION

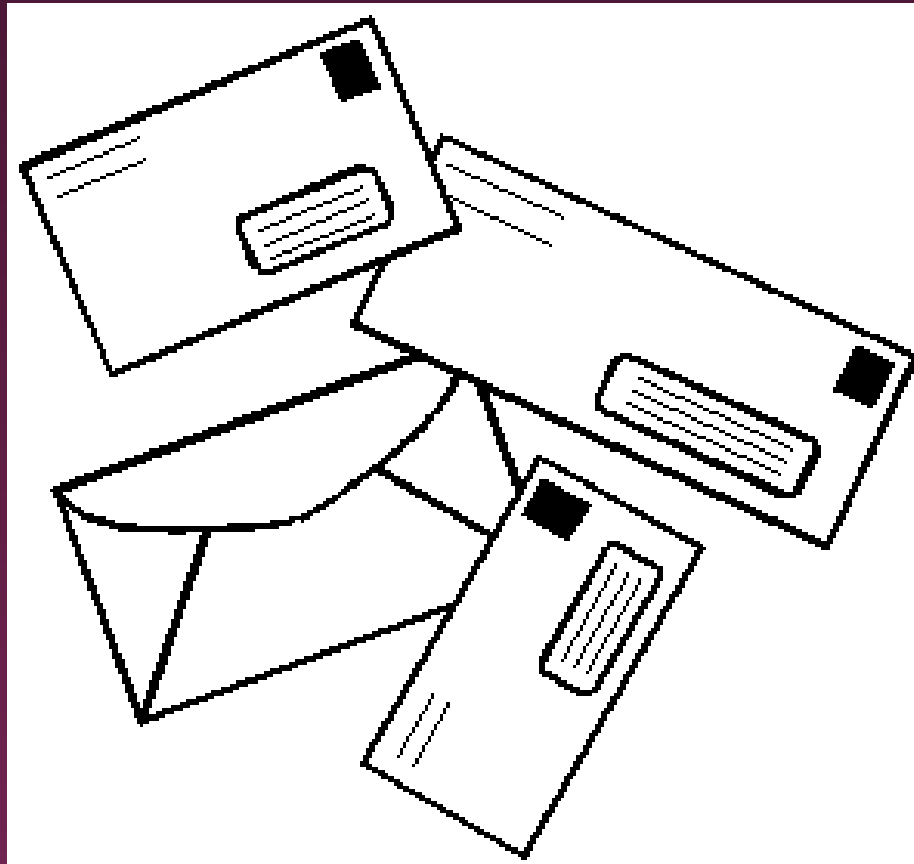
★ Methods

- ▢ Procedures

- ▢ Records

- ▢ Emergency destruction

TRANSMISSION OF CLASSIFIED



TRANSMISSION OF CLASSIFIED

- ▮ TOP SECRET
- ▮ SECRET
- ▮ CONFIDENTIAL

TRANSMISSION OF TOP SECRET

- ▮ Defense Courier System (DCS)
- ▮ Courier (Handcarry)
- ▮ Cryptographic System Approved by NSA
- ▮ As listed in AR 380-5, Para 8-101

TRANSMISSION OF SECRET

- ★ Same as TOP SECRET
- ▮ USPS Registered Mail (Includes APO/FPO)
- ▮ USPS Express Mail
(50 States, DC & Puerto Rico)
- ▮ Federal Express (as a LAST RESORT)
- ▮ As listed in AR 380-5, Para 8-102

TRANSMISSION OF CONFIDENTIAL

- ★ Same as SECRET
- ▮ Restrictions on USPS Registered Mail
- ▮ USPS First Class between DOD Components in US & its Territories (“POSTMASTER: Address Correction Requested/Do Not Forward”)
- ▮ USPS Certified Mail to DOD Contractors
- ▮ As listed in AR 380-5, Para 8-103

FEDERAL EXPRESS

- ▮ To Be Used as a LAST RESORT
- ▮ For SECRET and CONFIDENTIAL within CONUS
- ▮ Between DOD Components Only
- ▮ Only between Monday-Thursday
- ▮ Must be mailed from a CECOM Mailroom

PREPARATION FOR TRANSMISSION

- ▮ Outer Wrapping
- ▮ Inner Wrapping
- ▮ Addressing
- ▮ Receipts

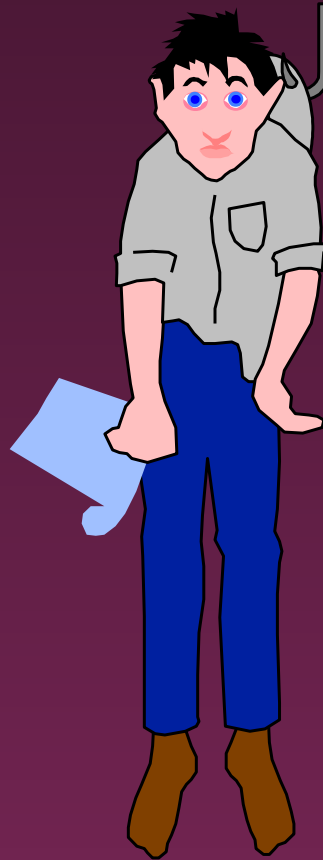
COURIER DUTIES

- ★ Written authorization
- ▢ Office maintains record
- ▢ Briefing
- ▢ Storage of material prior to, during, and upon completion of courier duties
- ▢ Special requirements for commercial aircraft

COURIER DUTIES ABOARD COMMERCIAL AIRCRAFT

- ▮ Advanced coordination with airline and terminal officers
- ▮ Identification
- ▮ Letter of authorization
- ▮ Boarding procedures
- ▮ OCONUS Travel

SECURITY VIOLATIONS AND COMPROMISES



RESPONSIBILITY OF DISCOVERER

- Any person who has knowledge of loss or possible compromise of classified information shall immediately report it to the security manager or commander.
- Any person who discovers classified information out of proper control shall take custody of it and safeguard it in appropriate manner, and shall immediately report to appropriate security authority.

EXAMPLES OF VIOLATIONS

- TOP SECRET documents lost to accountability
- Security container left open and unattended
- Classified documents left unsecured and unattended

EXAMPLES OF VIOLATIONS (CONTINUED)

- Disclosure of classified information to a person not authorized access
- Appearance of classified material in public media
- Classified information discussed or sent over an unsecure means of communication

PRELIMINARY INQUIRY SHALL ESTABLISH:

- Loss or compromise did not occur
- Loss or compromise did occur, but could not reasonably be expected to cause damage to National Security
- Loss or compromise did occur, and could reasonably be expected to cause damage or the probability of damage cannot be discounted

PRELIMINARY INQUIRY

- When and where, who reported violation and to whom
- Summary of incident, identity and classification of document or material
- Estimated cause of violation, and person(s) responsible
- Finding whether compromise did/did not occur, or probability is/is not remote
- If compromise did occur or is not remote, assessment of damage
- Corrective and disciplinary action
- Need for further investigation